

CONFIDENTIAL

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100080032-4
REPORTS INVENTORY

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.) Daily Report of Files Section Activity				2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL	LOGISTICS	TRAINING	X ADMIN. GENERAL OTHER (specify)
			X SECURITY		
		MEDICAL	FINANCE		
4. NO. OF COPIES PREPARED 1		5. FREQUENCY (weekly, monthly, quarterly, etc.) Daily			6. DISTRIBUTION (No. of components not number of copies) 1
7. FORMAT (memorandum, form computer print-out, etc) Unnumbered form		8. ADP PROCESSING YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> IF YES GIVE ADP PROCESSING NO.			9. DIRECTIVE AUTHORITY REQUIRING REPORT OS Notice No. 58-7, dtd 13 October 1958
10. PREPARING COMPONENT (include lowest level contributing information to report) OS/SR&CD/RB/Files Section				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None	

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
5/1	\$ 3.15		0.15		\$.79		252		\$ 199.08

B. COSTS OF COMPUTER PRODUCED REPORTS

--	--	--	--	--	--

TOTAL COSTS PER YEAR

\$ 199.08

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is utilized to monitor the production activities of the Files Section. It was initiated by the Office of Security in October 1958.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE			25X1
<input type="checkbox"/> DISCONTINUE			

16. DATE OF INVENTORY 9/30/70	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Deputy Chief, Records Branch	18. EXTENSION <div></div>
---	--	------------------------------